

Adoption Policy Changes effective March 1, 2012

ADM 210, 230, 300, and 400

ADM 210, Referral to Adoption

The following documents have been added to what the foster care worker must provide in an adoption referral packet:

- Early On and any other developmental assessments.
- Any documentation, in addition to the case service plans that supports the scoring of the Determination of Care (DOC).
- DHS-352, Initial Determination of appropriate Foster Care Funding Source.
- DHS-990, Relative Notification Letter.
- DHS-989, Relative Response.
- DHS-988, Relative Search Information.
- DHS-987, Relative Documentation.

Continuation: ADM 210, Referral to Adoption

The following documents have been added to what the foster care worker must provide if available and/or applicable:

- DHS-588, Initial Relative Safety Screen.
- A copy of the BCAL-3130, Initial Foster Home/Adoptive Evaluation, if the foster parent/relative is interested in adopting the child(ren).
- Any foster home licensing investigation reports and any resulting corrective action plans.

ADM 230, Adoption Services By a Contracted Adoption Agency

The following has been changed in the sections below:

Assessments

The child adoption assessment will no longer be reviewed and approved by DHS for Purchase of Service (POS) cases. The child's adoption assessment must be mailed to the local DHS office or designated adoption program office within five calendar days of completion for inclusion in the child's permanent record.

Court Hearing

Court reports no longer need to be submitted to DHS for review and/or approval. All court reports must be mailed to the local DHS foster care and DHS adoption monitor for POS cases within five calendar days of completion for inclusion in the child's permanent record.

Continuation: ADM 230, Adoption Services By a Contracted Adoption Agency

The contracted adoption agency worker must prepare for and attend all court hearings.

The contracted adoption worker must also:

- Complete required reports and forms.
- Provide primary court testimony.
- Provide recommendations and updated reports until dismissal of wardship.

Continuation: ADM 230, Adoption Services By a Contracted Adoption Agency

The contractor must immediately notify and provide a copy of any section 45 hearing notification received from the court to the Michigan Children's Institute (MCI) office.

ADM 300, Child Adoption Assessment

Supervisory Approval

The assigned DHS adoption monitor will no longer request additional clarification or changes to the child adoption assessment from the contract agency and DHS approval is no longer needed for the child adoption assessment.

Contracted adoption agencies must forward a copy of the child assessment to the local DHS adoption monitor within five calendar days of completion, for inclusion in the child's permanent record. The completion of the child assessment must not exceed 45 calendar days from acceptance of the case.

ADM 400, Recruitment Efforts

Recruitment Plan Review:

The child-specific recruitment plans must be discussed in a face-to-face case review meeting on a quarterly basis for children without an identified adoptive family. Quarterly reviews of the plan must continue until the child is placed with a family that plans to permanently care for the child.

Requirements for review

If an adoptive family has not been identified for the child at the time of the adoption referral, a written, child-specific recruitment plan must be developed within 30 calendar days of the acceptance of the case transfer. This plan must be reviewed during face-to-face case review meetings on a quarterly basis following the goal change to adoption as follows:

Within the first
three months

Case review meeting between the adoption worker and the adoption supervisor.

Between three
and six
months

Case review meeting between the adoption worker, adoption supervisor and a Permanency Resource Manager.

Between six
and nine
months

Case review meeting with the individuals listed at six months.

Between nine
and twelve
months and
quarterly
thereafter

Case review meeting with the adoption worker, the adoption supervisor and an outside expert engaged by DHS with expertise in permanency and adoption processes and planning.

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